



OPERATIONS SUPERVISOR (Water Treatment Plant)

Job Status: Exempt
Date Adopted: 11-2012
Date Modified: 03-16-2022

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of tasks associated with the planning and operation of the District's water treatment and distribution, water quality, and related technical treatment processes; oversees and participates in maintaining and operating the Lloyd Michael Treatment Plant and other facilities. Assists in developing and operating ongoing programs in water treatment evaluation and plant optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the first-line supervisor-level classification in the Water Treatment Division for the Operations Department. Incumbents provide supervision to journey-level staff and may independently perform highly technical and specialized duties at a level beyond that found at a journey level. Supervisory duties include assigning specific duties, ensuring completion and compliance with applicable standards, policies and procedures, as well as providing technical assistance, training, writing and conducting performance appraisals.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Operations Manager (Water Treatment Plant).

Direct supervision is provided to the Water Treatment Plant Operators and the Plant Mechanic.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assign, evaluate and supervise the work of the water treatment plant operators who are responsible for performing a variety of tasks associated with the operation of the District's extensive water treatment and distribution system and water quality duties; ensure completion of assigned duties for appropriate quality and timeliness.
2. Maintains records concerning operations and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term water quality activities.
3. Write and conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.

Operations Supervisor (Water Treatment Plant)

4. Interrelates effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in water treatment and distribution; directs the incorporation of new developments into program areas, as appropriate.
6. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
7. Assists and participates in the development and administration of the Operations Division's annual budget.
8. Reads, understands, and ensures compliance with the CVWD Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
9. Assists in the administration of reactive and preventative maintenance activities for the water treatment and distribution system.
10. Coordinates and schedules routine maintenance and daily work duties of the water treatment plant operators; maintains computerized records of maintenance scheduled and completed.
11. Maintain and implement a preventative maintenance program; repair and service plant operations machinery and equipment, including pumps, valves, motors, meters, tanks and reservoirs.
12. Evaluate job sites and determine personnel, equipment and material needs; requisitions needed materials and supplies; communicate with appropriate personnel regarding field conditions while work is in progress.
13. Readily available to respond 24 hours a day, 7 days a week.
14. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
15. Regular attendance at the work site.

Marginal Functions:

- I. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Practices and procedures related to the water treatment and distribution equipment and processes.
Operational characteristics of mechanical equipment and tools used in the area of work assigned.
District service area and locations of water facilities and equipment.
Relevant local, state and federal laws, regulations and guidelines.
Principles and practices of effective leadership and employee supervision, including training and performance evaluation.

Operations Supervisor (Water Treatment Plant)

Safety methods and regulations pertaining to all facets of utility work.

Ability to:

Supervise, assign, inspect and evaluate the work of others.

Make independent technical decisions to maintain proper treatment processes.

Diagnose complex operating problems and take effective courses of action.

Communicate effectively, both verbally and in written formats.

Motivate and evaluate staff and provide for their training and development.

Develop and implement work standards.

Prepares and concise records, reports, and other written materials.

Exercise independent judgment and initiative within established guidelines.

Positively and constructively interact with water treatment plant operators and others encountered in the course of the work.

Establish and prioritize action items and multitask effectively.

Use creative thought to problem solve, including the use of new and innovative technologies and techniques.

Participate in groups and committees that affect District operations, policies, and procedures.

Use Microsoft Outlook, including accessing forms within public folders, send and receive email and use the calendar and scheduling functions effectively.

Properly and safely operate a variety of light-, medium- and heavy-duty construction equipment.

Perform all related tasks with advanced journey-level skill.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Operations Supervisor (Water Treatment Plant)
Experience	<ul style="list-style-type: none">• Five (5) years of progressive experience maintaining and operating District facilities, systems, assets, and infrastructure.
Education/Training	<ul style="list-style-type: none">• Equivalent to an Associate Degree in Water Technology, Chemical or Biological Science, or a related technical field.
Required License/Certification	<ul style="list-style-type: none">• Possession of a valid T4.• Possession of a valid D3.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Valid T5.• Valid D4.• Bachelor's Degree in Business Administration, Public Administration, or a related technical field.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust,

Operations Supervisor (Water Treatment Plant)

grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; operate office equipment including use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.